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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief of Logistics

DATE: 13 August 1953

FROM :Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

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- 25X1A5a1 b. Conversion of Letter of Intent to Definitive Contract with [REDACTED]: (continued item): The definitive contract for the multiple link systems for Commo has been long delayed due to failure of Field Planning and Audit Branch to furnish the prerequisite audit report. During the week a pencil draft of a proposed audit report was received but it was worse than useless in that instead of furnishing the required information it merely said, in part, that the necessary information had been requested by the Auditor but that [REDACTED] had not made it available. This solved nothing. The Contract Branch has asked [REDACTED] to send a representative for further negotiation but an answer has not been received.
- 25X1A5a1 c. Research Order No. with [REDACTED] (continued item): The request for authority to make an advance payment has been approved by Acting DD/A. Administrative processing is being accomplished.
- 25X1A9a d. Urgent Procurement for TSS (new and completed item): This office received an urgent request around 1400 hours on 7 August from [REDACTED] (TSS) for 16 BA-279/U batteries. He stated that they were needed the next day in order to perform some scheduled tests. These batteries are normally stock items, however the supply was presently exhausted. Arrangements were made by this office through Col. Aiken (G-4) to pick up the batteries at Ft. McNair that day. [REDACTED] was notified around 1510 hours the same day as to when and where to pick up the batteries, and by 1630 hours they were in his possession.

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changes and it was agreed that this office will sent a letter to Mr. [REDACTED] confirming the above arrangements.

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f. [REDACTED] (new and completed item): [REDACTED] sometime ago, entered into a contract for this Agency with [REDACTED] Co. under which delivery is now complete. Although [REDACTED] contract contained no provision for redetermination of price, discussions have been held by this Division seeking some salvage of the contract price. During [REDACTED]

[REDACTED], and reviewed the cost figures prepared by the contractor. Based on the fact that the contract is a fixed price contract and the cost figures could not be evaluated, it was mutually agreed that the contractor would forward a letter which would propose to reduce the \$37,510 balance due by approximately \$10,000 and a small additional percentage for prompt payment. This letter has now been received and the saving thereby effected.

g. Status of Requisitions:

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Purchase Order Br.	Total
Brought fwd.	4	7	71	262	344
Received	44	20	7	143	214
Completed	36	15	2	153	216
Pending	12	12	76	252	352

4. SPECIAL PROBLEMS:

a. Vacancies in T/O (continued item): No vacancy has been filled for the fifth consecutive week. However, for the second consecutive week, a resignation has been received.

5. MAJOR OBJECTIVES:

a. Objectives for Calendar Year 1953 (continued item):

- I. Establish Pool of Cleared Resources for Procurement 50%
- II. Indoctrination of Procurement Personnel with Procurement Practices of Other Government Agencies 100%
- III. Development and Implementation of Procedures for Procurement through GSA

- 25X1A6a A. [REDACTED] 100%
- B. [REDACTED] 100%
- 25X1A6a IV. Activate [REDACTED] Office 60%
- V. Program for Educating Other Offices of the Agency in Correct Requisitioning Practices 10%

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| VI. Develop Sources for Foreign Type Arms and Ammunition | 30% |
| VII. Promulgate Procurement Policy | |
| A. Procurement Division Procedural Manual | 100% |
| B. Agency Regulations | 55% |

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